

CWO APPOINTMENT BOARD GUIDANCE

CWOs are officer technical specialists, qualified by performance and experience, who've got the expertise and authority to direct the most difficult and exacting technical operations in a given occupational area. If you and your command feel you have the maturity, leadership, and technical expertise required to become part of this elite group, then go for it! Here are some highlights from the Personnel Manual to help you with the process.

Please review the following for guidance:

[COMDTINST M1000.6A CGPERSMAN 1.D](#)

[ALCGPERSCOM 112/02](#)

[ALCGPERSCOM 119/02](#)

[ALCGPERSCOM 006/03](#)

DEADLINE TO APPLY:

All eligibility requirements must be completed by 1 January of the year in which the Chief Warrant Officer (CWO) Appointment Board convenes. This year the Board convenes on 07 April 2003. E-resumes and E-interviews must be submitted NLT 13 Jan 2003.

MINIMUM PAY GRADE:

Enlisted members serving in pay grade E-6 must have displayed their technical ability by placing in the top 50 percent on the eligibility list for advancement to E-7 as a result of the Servicewide Examination (SWE) administered in May prior to the 1 January deadline. See 1.D.2.a.5. of CGPERSMAN.

CONDUCT/PERFORMANCE:

You cannot have any court-martial or civil convictions, nonjudicial punishment or unsatisfactory marks in conduct for the three years immediately prior to the 1 January, deadline and for the entire period from 1 January to appointment.

SEA DUTY:

Applicants for the boatswain or naval engineering specialties must have completed at least one year of sea duty as defined by Article 5.C.15. in pay

grade E-6 or above by the 1 January deadline. Members serving in the MST rating who are otherwise qualified for the boatswain specialty, including normal color perception, are not required to complete the sea duty requirement. Surfmen (SJ, SK or SM) who have completed 12 months as a certified surfman in a designated surfman billet, E-6 or above, are considered to have permanently met the sea duty requirement for appointment to warrant. The sea duty requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will have met the sea duty requirement by 30 June of the year of the Board. Commanding Officers have authority to grant waivers only for these cases. In computing sea duty time, 30 days equals one full month. After totaling all creditable sea duty periods, a remainder of fewer than 30 days shall be dropped.

COLOR VISION:

Each applicant for appointment to AVI, BOSN, ELC, INF, MED, or WEPS warrant specialties must possess normal color perception.

MEMBER'S RESPONSIBILITY TO GET CO'S RECOMMENDATION:

The final eligibility step in the warrant officer appointment process is obtaining the commanding officer's recommendation. After meeting all of the eligibility requirements, members must submit a request to their commanding officer to obtain a recommendation for appointment to warrant grade. Members will follow their commanding officer's policy for requesting this recommendation, providing documentation attesting to the completion of the minimum eligibility requirements. Members must submit their request in time to obtain the CO's recommendation by the 1 January deadline.

CO'S RECOMMENDATION PROCEDURES

The Commanding Officers process assists the Service in affirming the candidate's mental, moral, physical and professional qualifications for appointment to commissioned status. Commanding Officers shall review the applicant's Unit Personnel Data Record prior to making their recommendation. In addition to affirming that the candidate meets all minimum eligibility requirements as well as the particular requirements for the chief warrant officer specialty defined in Article 1.D.13., the following suitability issues shall be carefully evaluated prior to making a recommendation to allow the member to compete:

Demonstrations of character inconsistent with Coast Guard Core Values;
Substance and/or alcohol abuse;
Misconduct (civil and military);
Domestic violence;
Financial irresponsibility; and
Sexual harassment or discrimination.

Make sure you bring these issues to your commanding officer's attention. The presence of one of these behaviors is not a show-stopper, but is something to discuss. Your commanding officer needs to have confidence that you have overcome passed problems and moved on. Remember, your command may not have seen every page 7 in your record, but the Board will. Disqualification by the Board is embarrassing to both the CO and the member.

E-resume:

This is the first year the E-resume is being used to apply for the CWO Appointment Board. It's simple! Log on to: [HTTP://CGHRMS.OSC.USCG.MIL](http://CGHRMS.OSC.USCG.MIL). Once in the website click on the CGHRMS sign in link and enter user ID and password. Then select from the home menu bar "Self-service > "Employee" > "Tasks" > then "Create E-resume." This will show the view job posting screen. Press the position source drop-down menu and select "WARRANT APPOINTMENT" then press the yellow search button located at the bottom right of the screen. DO NOT select any specific warrant billet positions on this e-resume. Check the warrant officer specialty that relates to your job field in the "Job Basket" box. Then click on "Add selected to Job Basket", and then click on "Apply for Jobs in Basket." This will take applicants to their online e-resume. Ensure that page 2 has an accurate and complete email address; otherwise no notification from CGHRMS that the e-resume was processed will be received. Proceed to page 12 enter endorsers EMPLID to forward through your chain of command. Then in the Job Basket box click on yellow add button to move position over to the Preference Order side of the screen. Click next and proceed to page 13 and click the "submit" button. To exit, press the sign out link located at the top of the page. DO NOT put any remarks or paste any resumes in page 11. It is not being used and won't be read by anyone at this time.

E-Interview:

The Commanding Officer shall only comment that the applicant is eligible and recommended. If the applicant is not eligible the commanding officer should state the reason why in the endorsement. In the "Job Endorsement" page under the "Recommendation" drop-down menu, Commanding Officers should choose "Make Offer" to positively endorse a candidate's application. The deadline for completing the E-interview is 13 Jan 2003.

Personnel Data Extract (PDE):

The PDE is now also viewed on CGHRMS. Log on to: [HTTP://CGHRMS.OSC.USCG.MIL](http://CGHRMS.OSC.USCG.MIL). To view your PDE select from the home menu bar: Self-service > Employee > View > and then select PDE. If the PDE is not available it could mean the e-resume was not submitted in time or correctly. Applicants who can't view their PDE should notify their admin support staff, command or CGPC (opm-1) immediately so corrective action can be taken. 31 Jan 2003 is the deadline for corrections to the PDE.

Profile Letters:

Profile letters are available for viewing on 3 Feb 2003 in CGHRMS. To view your Profile letter select from the home menu bar: Self-service > Employee > View > and then select Profile letter. The initial preboard score seen on 3 Feb 2003 is a "LIVE" number that changes as candidate information is corrected. On 18 Feb 2003 the preboard scores will be finalized allowing the preboard eligibility list to be set.

Preboard Eligibility List:

On 20 February CGPC (opm-1) will publish the preboard eligibility list by ALCGPERSCOM. This list consists of those who on 18 February 2003 preboard scores qualify them as primary or alternate candidates.

YOUR RESUME:

Use format for Coast Guard memorandum style letter in the Coast Guard Correspondence Manual COMDTINST M5216.4C. Your resume is used to sell yourself to the Board. The Board will be looking at hundreds of resumes, so follow the format precisely. Remember, you are limited to only two pages maximum to write, so following the format precisely is crucial. The only place to be creative is the "Why I want to be a Chief Warrant Officer" paragraph.

Some advice on this. Keep it short – tell the Board what you can do for the Coast Guard, and why you are the best selection. Don't rehash things that are already in the package, and don't try to blow smoke. Tell them why you feel you are their only choice! Be sure to share a bit of yourself and what makes you special - let's face it, records can appear strikingly similar, even with the high-performers with whom you are competing. The resume is a big deal!

HEADQUARTERS PDR:

It is the member's responsibility to ensure their Headquarters PDR is up to date. Applicants should request a copy of their HQ PDR at least 6 months prior to the convening date of the Board. Requests can be made by sending a fax to CGPC (adm-3), please include name, SSN, address to mail the copies to (either work or home) and your phone number in case you need to be contacted. Fax number (202) 267-4310.

QUESTIONS:

CGPC-opm-1 is your main point of contact. Don't feel that you are bothering us with your questions. We have tried to include info and advice in the message traffic, and so make sure you access and follow the instructions. Ultimately, you are the one with the desire to be a CWO, and so you have to keep on top of the process!